



Indiana Department of Natural Resources

Indiana Coastal Grants Program

Application Guidance

2006 Funding Cycle

Indiana Department of Natural Resources
Division of Nature Preserves
Lake Michigan Coastal Program

In cooperation with

U.S. National Oceanic and Atmospheric Administration
Office of Ocean and Coastal Resource Management
Coastal Programs Division

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Indiana Coastal Grants Program

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Introduction

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for competitive grants for community-based coastal activities. Funding and oversight are provided by the National Oceanic and Atmospheric Administration (NOAA), Office of Ocean and Coastal Resource Management (OCRM). Projects must be consistent with the goals and objectives of the Coastal Zone Management (CZM) Act of 1972 (CZMA, 16 U.S.C. §1451 *et seq.*) and meet the requirements of the CZM Program administered by OCRM. Indiana is making approximately \$900,000 available for the 2006 funding cycle.

The State will require that projects are consistent with the CZM Act. For Indiana, this funding will be administered by the Department of Natural Resources (DNR), Division of Nature Preserves (DNP), Lake Michigan Coastal Program (LMCP). You may visit our website at <http://www.in.gov/dnr/lakemich> to view additional information about the LMCP or to download copies of the application guidance and the application.

Purpose

This document is intended to establish the structure and requirements for Indiana's Coastal Grants Program. The purpose of the Program is to preserve, protect, restore and where possible to develop the resources of the coast for this and succeeding generations and to achieve wise use of the land and water resources of the coastal region, giving full consideration to ecological, cultural, historic and esthetic values as well as to needs for economic development. The LMCP seeks out social, economic, and environmental solutions that balance the use and protection of the coast's valuable, yet fragile, resources. Proposals for projects will be reviewed on a competitive basis utilizing the grant funds available to Indiana.

Eligible Applicants

The following are eligible applicants:

- Units of local government, such as municipalities, townships, counties, and towns
- Area-wide agencies, including county and regional planning agencies
- State agencies
- State colleges, universities, and other state institutions of higher learning
- Conservancy districts and port authorities
- Basin commissions
- Non-profit organizations – 501(c)3 (some restrictions apply)

Nonprofit organizations are only eligible to apply for non-construction/non-acquisition projects as grantees. They may partner with a public entity to perform some or all tasks of a 306A construction or acquisition project, but they may not be a grantee for construction/acquisition projects. Additional information can be downloaded at www.in.gov/dnr/lakemich/grants

Eligible Geographic Area

Projects must be located entirely within the LMCP Coastal Program Area, which comprises the northern portion of Lake, Porter, and LaPorte counties, (Map of project area can be found on page 10) unless the applicant can demonstrate that the project will have direct substantial benefits within the coastal region. Lands owned by a Federal entity are excluded from the LMCP Program Area therefore projects may not occur on these lands.

Payment Methods

The LMCP will approve project expenditures on a quarterly reimbursement basis. Thus, the project sponsor is expected to make the initial outlays for the project and then request reimbursement. Payments will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met.

Match cannot begin accruing until after NOAA gives final approval and the grant agreement is signed.

Large Scale Grant Projects**Eligible Projects**

Funding is available for projects that protect and restore coastal natural, historical and cultural resources. Projects must be consistent with CZM Act. The CZM Act can be found at:
http://www.ocrm.nos.noaa.gov/czm/czm_act.html

Funding Limitations

A guideline of no more than **\$100,000** per Large Scale grant request will be used to evaluate proposals. A maximum request of **\$150,000** applies only to Acquisition projects.

§306A Low-cost Construction

Projects that result in the physical change of property and involve the use of machinery or hand tools, includes the construction of man-made structures for the purpose of public access and includes habitat restoration practices. Projects must occur on land for which a public interest is held, therefore, they can not occur on Federally owned property. **Must be within an Area of Particular Concern, see page 29.**

- Natural Area Restoration – Habitat corridors, Invasive Control, Hydrologic Modification, etc.
- Recreational Improvement – Public Access, Passive Recreation, Education, Marquette Plan recommendations, etc.
- Cultural/Historic Restoration – Coastal Significant Sites

§306A Acquisition

Projects that involve the acquisition of land from willing sellers of fee-simple or other public interest in land (e.g. purchasing an easement for a public right-of-way, acquisition of historic/cultural resources for public use, acquisition of tracts of land for the purpose improving the connectivity of stream corridors and habitat and for improved public access.) However, land purchases are limited to: (1) areas that provide or improve public access or (2) that provide preservation of a significant natural resource. Acquisition may also include the purchase of easements, entering into leases, and purchase of development rights. **Must be within an Area of Particular Concern, see page 29.**

- Natural Area Preservation – Habitat Corridor, Wetlands, Areas with Significant Features, etc.
- Recreational Improvements – Pubic Access (fishing, trails, etc.), Passive Recreation, Education Based (outdoor labs, etc.)
- Cultural/Historic Preservation – Coastal Significant Sites

§306 Planning/Coordination/Management

Projects that assist communities and organizations in the coordination and planning for the management or restoration of natural, cultural, and historical resources in the coastal area. Projects may include improvements in coordination and planning as well as resource management planning and diagnostic studies.

- Natural Area Management Plans
 - Species Specific
 - Group Specific (passerine, reptile, etc.)
 - Habitat Type Specific
 - Threat Specific
- Recreational Planning – Greenways/Blueways, Public Access, Passive Recreation
- Cultural/Historic Resource Management – Management Plans, Diagnostic Studies
- Comprehensive Resource Planning

§306 Education/Outreach

Projects that improve the connection between the public and the natural, cultural, and/or historical resources of Indiana's Lake Michigan watershed. Projects may include activities which meet Indiana state approved curriculum guidelines that would not normally be introduced to students. Projects may also include the creation of topic specific training, outreach materials, workshops and conferences that will increase opportunities for citizens to participate in decisions and maintenance of projects affecting Lake Michigan and the Coastal Program Area.

- Natural Area Management Training
- Recreational Opportunity Awareness
- Cultural / Historical Education / Awareness
- Comprehensive Education / Outreach

Large Scale Grant Scope of Projects

Projects should be able to stand alone without being dependent on the completion of other work that may or may not be completed. All projects must be designed using sound environmental and engineering principles and be consistent with current federal, state and local laws. In addition, construction projects are required to obtain all necessary federal, state, and local permits before construction may commence. For construction projects, all funds shall only be used for projects on publicly owned or leased land, or land for which a long-term easement has been obtained for the life of the project (a minimum of 20 years). For land acquisition projects, a conservation easement may be placed on the property at the time of closing. Funds will not be used solely to improve private property or for other private enterprises. A compelling public benefit and commitment to maintenance of the project must be shown to receive funding.

Large Scale Grant Match Requirements

All LMCP Coastal Grants Program projects require a 1:1 match.

Grants are awarded with a specified match of requested funds. Federal funding may not be used as a match. State and local funding can be used as a match. The match may be in the form of cash or 'in-kind' services or a combination of the two. Cash includes salaries, travel expenses (at not more than the approved state rate-see application), and purchase of equipment, supplies and other reasonable items associated with the projects. An 'in-kind' match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff donated by a third party. Partnerships that include meaningful private contributions as part of the local match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period.

Acquisition

Acquisition of land is an eligible project. Acquisition may also include the purchase of easements, the entering into of leases, and the purchase of development rights. However, land purchases are limited to areas that provide or improve public access or that provide for preservation of a significant natural resource. Additional documentation and a professional appraisal are required for acquisition projects. The

LMCP also requires consent from the willing landowner to purchase or place an easement on the land in the form of a Purchase Agreement, Option to Buy or other applicable agreement in writing.

You must provide an acquisition cost analysis in your budget. In addition, please include the following information for any parcel of land to be acquired:

- Parcel number;
- Acreage;
- Estimated value of land;
- Estimated value of improvements;
- Total estimated purchase price;
- Certification of title;
- Clearly discernible location map showing property lines of proposed acquisition and existing structures;
- Review for potential contamination (if applicable); and
- Any other pertinent information to the acquisition.

A conservation easement may also be placed on acquired lands at the time of the closing.

Under federal guidelines, only units of government, or other public entities are eligible to apply for and receive acquisition funds. Acquisition applications may include direct costs associated with the acquisition of land and water including appraisal costs but must exclude such costs as legal fees and court costs. If an actual appraisal, completed after award of funds, results in a purchase price higher than the amount applied for, the grant award will reimburse only the original estimated amount.

INELIGIBLE PROJECTS include, but are not limited to:

- Construction projects on privately owned land without a conservation easement or other public interest
- Large scale, hard structure erosion control projects (total project costs exceed \$100,000)
- Beach renourishment
- Infrastructure projects related to water and sewer line construction
- Dredging
- Restrooms
- Road and parking lot construction
- Routine maintenance
- General recreational facilities such as playgrounds, ball fields, and courts, etc.
- Wetland or other habitat restoration that is required as a condition of a permit or other regulatory action
- Contaminated site clean up that is required as a condition of a permit or other regulatory action

Coastal Advisory Board Project Priorities

The CAB is made up of 30 appointed members representing various stakeholders in the Lake Michigan program area. Included in this Guidance is the list of Coastal Advisory Board (CAB) project priorities. Preference is given to those projects that address one or more of these priorities. Each funding year priorities will be determined by the CAB prior to the Coastal Grants RFP.

2006 Funding Priorities**Low Cost Construction**

PRIORITY: Natural Area Restoration

Acquisition

PRIORITY: Natural Area Preservation

Planning / Coordination / Management

PRIORITY: Natural Area Management Plans

Education / Outreach

PRIORITY: Natural Area Management Training

For more information about the CAB please visit our website:

www.in.gov/dnr/lakemich/board/index.html

Small Scale Grant Projects

Beginning in 2003 the Lake Michigan Coastal Program will annually allocate a limited amount of funds to serve short term requests for funding from the coastal community. The projects are to be short-term in duration and small in scope and use the same application as the Large Grant program. The Small Grants Application Requirements and Scoring can be found on Page 35.

Two different small grant categories are available:

- Outreach and Education - includes ideas such as public participation processes, information kiosks, symposiums, conferences (cannot cover food costs), etc.
- Resource Management – projects such as GIS data collection, aerial photography, land use planning and other projects that allow for better resource management.

Eligible Entities

All entities eligible for the annual Large Grant funding cycle are eligible to apply for Small Grant funds. The project must occur within the Coastal Area and address Coastal Issues.

Small Scale Match Requirements

- Request for funds cannot be more than \$5,000
- Projects must be matched *at least* 50/50 or 1:1.
 - A \$5,000 request must be matched with \$5,000 of non-federal cash or in-kind services for a total of \$10,000.
 - Must follow same accounting standards as large grants.
- All funds are distributed on a reimbursement basis.

Small Scale Project Limitations

- A project can receive LMCP small grant funds only once during the project life.
- An applicant can only have one request funded at a time.
- Projects cannot involve construction, land acquisition or restoration.

Timeline for Small Grants

- For the first round of grants applications are accepted at the same time as the regular large scale grants. (In the future the timing may be more flexible)
 - Projects must be ready to begin within 30 days of approval, pending a signed grant agreement.
 - Projects must be totally completed within six months, including all paperwork and requests for reimbursements.
-

Application Process for Both Large Scale Grants and Small Scale Grants

Applicants are encouraged to contact the LMCP as soon as possible to discuss eligibility of any proposed project before a completed application is submitted.

1. The applicant must submit a completed application to the DNR LMCP. Applications must have attached ALL of the required items in order to be considered complete. Incomplete project proposals will be returned to the applicant. If all materials are not submitted prior to the application deadline the application will be held until the next funding cycle. This is in an effort to improve efficiency with the grant program and to speed processing time. We appreciate your assistance in making the grant program more effective
2. Applicant will receive confirmation of receipt of application.
3. The Coastal Advisory Board Grants Committee will review project proposals. They will present their comments and recommendations to the entire Coastal Advisory Board. The Coastal Advisory Board will also decide whether the project proposal should receive Project Priority bonus points. *Applicants are encouraged to attend the Coastal Advisory Board meeting, which is set for January 18th, 2006.*
4. The LMCP will also review all complete and eligible proposals. The DNR Technical Review Team will provide input on the scientific, engineering, and other technical merits and details of the proposed projects. The Technical Review Team will score and rank projects by using a point system. The Ranking Criteria used to score projects can be found on each Project Type Requirement page.
5. The Department of Natural Resources will select projects for submission to NOAA for final approval. **PROJECTS MUST RECEIVE NOAA APPROVAL PRIOR TO STARTING. Please understand that this process may take some time; LMCP will keep all applicants updated of the status of their applications.**
6. Applicants at this time must apply for and receive 1) Section 106 Approval 2) Environmental Review 3) ALL necessary state and local permits. LMCP staff will assist with the application process for the various reviews.
7. Once the LMCP is informed by NOAA of application approval, the grantee and Department of Natural Resources will sign a grant agreement. **Project may begin only after all necessary parties have signed the Grant Agreement and applicant has received all necessary permits and reviews.**
8. The LMCP will provide the grantee with a Grants Manual to assist in the administration and completion of the project, as well as conduct a Project Start-Up Meeting.

Application Format

The application is available for download from <http://www.in.gov/dnr/lakemich/grants/coastalgrants.html>. The original signed application, ten (10) copies, and one (1) electronic copy, must be received on or before the close of business (4:00 p.m. C.S.T.) on December 20th, 2005.

The electronic copy may be e-mailed by the same deadline to coastal@dnr.in.gov

Grant applications may be mailed or hand delivered to: *Office Hours are 8:00 am-4:00 pm*

Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304

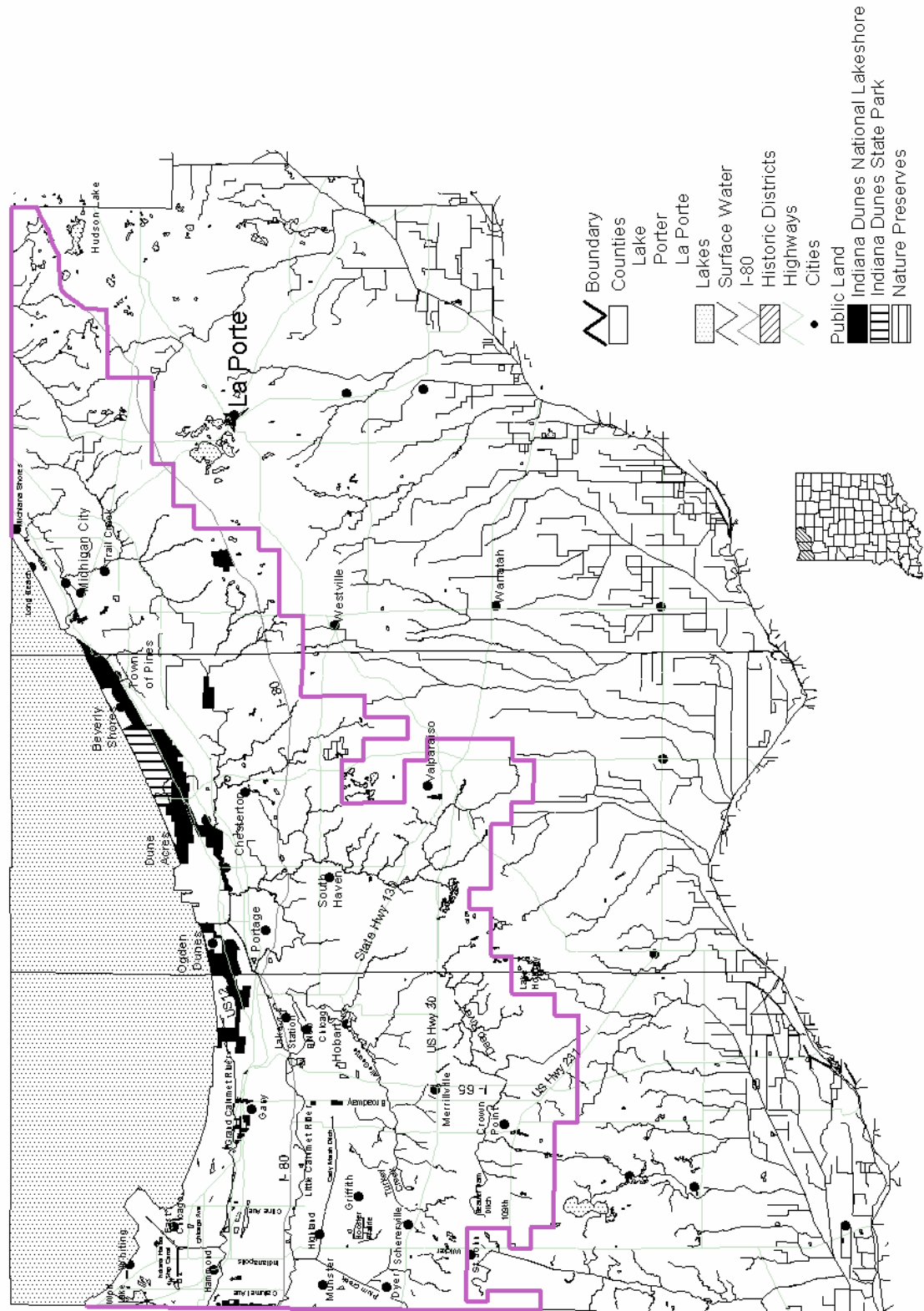
Additional pieces of information such as maps, photos, drawings, etc. may be submitted, but should be limited to only essential information. Letters of support demonstrating community support for your proposed project are encouraged, but not necessary.

Grant Agreements

The sponsors of selected proposals will be entering into an 18 month grant agreement with the State of Indiana. A legal contract will need to be executed by an authorized individual. An authorization should be made by resolution of the governing body, with a copy of the resolution returned with the grant agreement. It is recommended that local units of government place the topic of LMCP grant acceptance, and authorization to sign pertinent agreements, on their governing board meeting agenda well in advance of receipt of the grant agreement. The signed agreement will then be processed as soon as it is received. A vendor number may need to be assigned as well, which may result in additional processing time.

Work conducted prior to the time that all agreements have been approved by the Department of Natural Resources Approval will not be reimbursed.

Lake Michigan Coastal Program Area



Indiana Coastal Grants Program Application Guidance

Summary

Please provide a very brief and concise summary of your project.

Problem

Project purpose, reasons for undertaking the project, and problems addressed. You may also want to provide a brief history of the problem.

Project Description

Project goals, objectives and the steps that will be taken so that they are accomplished.

Impact on Coastal Resources

Benefits that will result from the project to specific natural resources, surrounding communities, the region, or the state. For construction and acquisition projects describe how the project addresses an Area of Particular Concern for the Lake Michigan Coastal Program.

Project Tasks, Timetable and Deliverables

Project timeline that includes all project phases, primary and secondary tasks for each phase, approximate time devoted to each task, deadlines for project objectives, and responsible party for each task. Use the format provided in this document on Page 27-28, with directions on Page 26. For application and project planning purposes you may use August 1, 2006 as a potential start date.

Public Participation

Methods that will be used by the project for public outreach, education, or distribution of information to share project results and techniques throughout the coastal region.

Budget: Provide detailed information of use of federal funds and source and use of match.

Budget item descriptions for the following categories:

Personnel This category refers only to persons on the regular payroll of the sponsoring organization. Companies employed on a contractual basis for the sole purpose of working on the grant-assisted project are accounted for in the "Contractual" line-item. Workers engaged by the Grantee on an hourly or salaried basis are considered to be the Grantee's employees. Employees hired to work on the grant project must be selected from a pool of applicants located after advertising in local papers or otherwise making the position known to potential candidates. All of the Grantee's hiring practices must be conducted in accordance with state and federal regulations prohibiting discrimination on the basis of age, sex, race, color, or disability.

Volunteer Personnel This refers to persons who donate their time towards the completion of the grant-assisted project. Volunteer time is valued at minimum wage (\$5.15/hour) unless other arrangements are made in advance with the Lake Michigan Coastal Program. While volunteer time can make up the entire matching share amount, it cannot exceed that amount. Note that, in general, the State prefers to fund

projects that include little or no volunteer personnel time, since it is often difficult for the Project Sponsor to keep volunteers working on a set schedule.

Fringe Benefits Fringe benefits for paid personnel are an allowable cost. To facilitate the budget process, fringe benefit expenses are often expressed as a percentage of the "Personnel" costs.

Travel Approved expenditures made for travel will be reimbursed by the State at the current rate paid by the State of Indiana. Travel expenses can only be reimbursed in accordance with the State Travel Policies and Procedures as specified in Financial Management Circular (#97-1.1). If the project involves travel outside the State of Indiana, please note this in the budget separately and provide a justification in the Project Description. Mileage rate for the State of Indiana is \$.40 per mile.

Supplies Only those items necessary for the completion of the project may be purchased under this grant. Documentation for each purchase (in the form of invoices and canceled checks or similar documents) will be required in order to receive reimbursement. Note that any single item costing more than \$5,000 is considered to be equipment, and not a supply item. Grant funds cannot be used to purchase equipment without advance written permission from the Lake Michigan Coastal Program.

Contract

Personal or Professional Contractual Services

Grantees often must hire additional staff or contract with consultants and/or contractors to complete grant projects. In either case, an open selection process must be used to ensure that qualified workers are engaged at a reasonable price. In many cases, a Grantee finds it advisable to engage a professional or consultant to serve as the principal investigator on the project or to provide some other specialized service. Consultants are hired on a contractual basis, usually agreeing to provide a certain product or service for a fixed price.

When hiring consultants or contractors for a grant project, the subgrantee must also provide evidence that: The fee is appropriate considering the qualifications of the consultant/contractor, the fees which the consultant/contractor ordinarily charges, and the nature of the services to be provided; and that no consultant/contractor with equal experience and qualifications is available for a lesser amount.

The Lake Michigan Coastal Program reserves the right to reject consultants and contractors selected by grant recipients to work on grant projects. Consultants who have failed to perform adequately on past projects will not be approved. The grant applicant is warned not to make any commitments to any parties prematurely, as this could make the applicant ineligible for grant funding. Additional information on contracting with consultants may be found in the Grants Manual, which will be supplied to grant recipients.

Signage

Signage (temporary and permanent) is required of all §306A projects. Therefore costs associated with the creation and installation of signage is reimbursable or can be used as match. Please include these costs into your budget. Grantees must erect at the site of any construction or restoration project, and be maintained during construction, signs satisfactory to the DNR, that identify the project and indicate that the project is being funded under the Coastal Zone Management Act by NOAA Office of Ocean and Coastal Resource Management and the Indiana Department of Natural Resources Lake Michigan Coastal Program. The Grantee shall also maintain a permanent plaque or sign at the project site with the same information.

Other Costs which do not fall into any of the above categories should be entered on this line. Examples of items often accounted for here include printing and publishing expenses. Please indicate the nature of any expenses listed in this category. Note that construction projects often require the formal advertisement of bidding opportunities in several newspapers. These costs should be included in the project budget.

Indirect Costs Indirect costs, those costs of an organization that are not readily identifiable with a particular project or program, within the proposed project budget are **not** allowed. Examples of indirect costs are: the costs of operating and maintaining buildings, grounds, and equipment, and depreciation.

Matching Share

The matching share is the amount of funding the Project Sponsor is responsible for having "up-front", and at a minimum is equal to the specified match for the total requested funds (see match requirements above). Please indicate the source of matching share. The dollar amount, source of match, and total for each match category must be included. A written statement from the authorized fiscal officer for the Project Sponsor must be included which references the project title and sponsor. **The statement should verify that the items listed or total amount included in the grant application as matching share are available and that those resources will be allocated only to the Indiana Coastal Grant project.** If elements of the matching share are being provided by entities other than the sponsoring organization, attach copies of letters from those entities showing a firm and binding commitment to provide the promised donation. There are three categories of matching share. The amount proposed as match for the project must be described in detail for each of the following categories:

Cash. When grant recipients use their own funds to purchase goods or services specifically for the grant project (i.e., goods or services which recipients would not otherwise purchase as part of their own ongoing programs), or when a third party donates cash to the grant recipient for the same purpose, it is considered to be a cash donation to the grant project. This would include situations where grant recipients use their own funds to hire a temporary employee or a consultant solely and specifically to work on the grant project, where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room, or where they receive cash from a third party to help them do either of the preceding activities.

In-kind Services and Goods When grant recipients arrange to perform some or all of the grant work by using their existing staff and by drawing supplies from their own supply room, or when a third party draws on its own existing staff and supplies to assist the project, it is considered to be an in-kind donation to the grant project.

Overhead rates may only be used as match. If the Grantee chooses to include overhead as match, the Grantee must inform LMCP of what is being used and how the rate is calculated. Subsequently, for any staff time being used as match, the Grantee must provide LMCP documentation of what is included in the staff member's match rate.

Volunteer Services When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Establishing the value of volunteer services can be difficult. If the volunteer is normally a paid professional in a given field of endeavor, and is providing free services in that same field, then it is usually possible to value the volunteer's time using their regular hourly rate of pay. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney. The Indiana Department of Workforce Development publishes average wages for most Indiana jobs and industries. Wage information can be found at <http://www.in.gov/dwd/inews/lmi.asp>.

However such an arrangement must be approved in advance by the Lake Michigan Coastal Program. Ordinarily however, volunteer services are valued at minimum wage (\$5.15/hour). Accurate time sheets must be kept to document the amount of volunteer services performed.

Project Application Requirements

Each project type has a certain set of requirements, found on Pages 30-35 in this Guidance. In order to submit a complete application these requirements need to be fulfilled.

Project Maps

For all land-based projects, it is important to include clear and accurate maps of the project location and the approximate location on the project site of all activities that will be conducted for the project. Maps should clearly identify surrounding landmarks such as roads or rivers, project boundaries, property lines, existing features, and any other information that will assist in reviewing the proposed project. In addition, the maps should be at a scale that allows for the viewer to easily identify project location.

Project Timeline and Budget Forms

Included in this Guidance is a copy of the Project Timeline and Budget form. Please fill this out and submit it with your application. This form will allow us to better communicate your project to the Coastal Advisory Board when we solicit their comments. This form will also be used for NOAA review purposes. You can request a copy to download by contacting the LMCP Program Specialist.

Coastal Grants Program
Grant Application

Download or request Application Form

<http://www.in.gov/dnr/lakemich/grants/coastalgrants.html>

coastal@dnr.in.gov

Indiana Coastal Grants Eligibility Questionnaire

1. Project Title: _____
2. Project Sponsor: _____
3. Sponsor Type: (please select applicable type and describe fully sponsor's name and affiliation)

Local government agency: _____

Area-wide agency: _____

State agency: _____

Institutions of higher learning: _____

School district: _____

Conservancy district: _____

Port authority: _____

Basin commission: _____

Other: _____
4. Check which project type applies:

Non-construction: _____
(if project is non-construction proceed to 14)

Construction or land acquisition: _____
(if project is construction or land acquisition proceed to 5.)
5. For construction or land acquisition projects, will the project result in a public benefit:
 - a) This project is on public land or on publicly controlled easement and is for public benefit. The project does not improve private property and is not for private or commercial gain. _____ Yes
_____ No

If the answer to 5a. is "No", the project is NOT eligible for funding.
 - b) The facility will be open to the general public.
_____ Yes _____ No _____ N/A

- c) If the answer to 5b is "No", the project is NOT eligible for funding unless access to the facility will be limited for one or more of the following reasons:
 _____ N/A _____ Public safety _____ Resource protection _____ School
 outings _____ Scientific research
- d) The applicant needs a deed, lease, or easement to conduct the activity.
 _____ Yes _____ No
- e) If the answer to 5d is "Yes", what is the life of the document (provide duration, i.e. years, or specify if in perpetuity). _____
- f) The document in 5d contains a reversionary clause. _____ Yes _____ No
 If "Yes", attach the reversionary clause to this form.
- g) The sponsor will contract with a non-profit organization to complete part or all of this project.
 _____ Yes _____ No
 If "Yes", the name of the non-profit is: _____

6. Title Opinion, Certificate, and Appraisal

- a) A title opinion, certificate, or affidavit showing that the property for the proposed project is publicly owned or leased in perpetuity or for the expected life of the project (at least 20 years) is attached.
 _____ Yes _____ No _____ N/A
- b) If purchasing an interest in land, the sponsor has obtained an independent appraisal. _____ Yes
 _____ No _____ N/A

If the answer to 6a or 6b is "No", the project is NOT eligible for funding.

7. Indiana State Historic Preservation Officer (SHPO) Clearance and National Historic Preservation Act.

- a) The sponsor has attached SHPO clearance. _____ Yes _____ No

If "No", the sponsor certifies by signing this checklist, they will work with the LMCP to submit the necessary paperwork to request clearance and that earth moving work will not begin or land will not be purchased until SHPO clearance is received by the DNR Lake Michigan Coastal Program. More information about SHPO clearance can be found at <http://www.in.gov/dnr/historic/106.html>

- b) The project will affect properties listed in the National Register of Historic Places or is otherwise protected by section 106 of the National Historic Preservation Act or a similar Indiana Preservation Act. _____ Yes _____ No

8. National Flood Insurance Program:

- a) The project is located in a designated floodway or "V" zone on a National Flood Insurance Program Floodway Map. _____ Yes _____ No

If the answer to 8a. is "No", proceed to 9.

- b) The community associated with the project area is participating in the Flood Insurance Program.
 _____ Yes _____ No

If the answer to 8b is "No", the project is NOT eligible for funding.

9. Endangered Species Act: The proposed project will not adversely affect threatened or endangered species or critical habitat under the jurisdiction of the National Marine Fisheries Service or the U.S. Fish and Wildlife Service as defined by the Endangered Species Act. ☐ Yes ☐ No

If the answer is "No", the project is NOT eligible for funding.

10. National Environmental Policy Act:
- a) The proposed project may significantly affect the human environment.
☐ Yes ☐ No
 - b) The proposed project involves unresolved conflicts concerning alternative uses of available resources.
☐ Yes ☐ No
 - c) This action would have significant adverse effects on public health and safety.
☐ Yes ☐ No
 - d) This action will have highly controversial environmental effects.
☐ Yes ☐ No
 - e) This action will have highly uncertain environmental effects or involve unique or unknown environmental impacts.
☐ Yes ☐ No
 - f) The project will have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g. beaches and dunes, wetlands, estuarine areas, wildlife habitat, or other resources.
☐ Yes ☐ No
 - g) The project will have insignificant effects when performed separately, but will have significant cumulative effects.
☐ Yes ☐ No

If the answer to any one subpart of 10 is "Yes", then an Environmental Assessment (EA) may be required. If "Yes", attach a description of the resource(s) affected and the nature and scope of the effects. If "Yes", the sponsor shall provide additional information stating why the sponsor believes an EA or EIS is not required. Additional environmental information may be required in cases where project impacts are not clearly described or where probable impacts require an EA or EIS.

11. Handicapped accessibility: The proposed project is handicapped accessible.
☐ Yes ☐ No ☐ N/A

If the answer to 11 is "No", attach to this form an explanation as to why the project is not handicapped accessible.

12. User Fees. The public will not be charged a user fee for the proposed project.
☐ Yes ☐ No ☐ N/A

If the answer to 12 is "No", attach a description of the user fee which includes how much, differential fees (if any), the need for the fees, and proposed use of the revenue.

13. Environmental Justice: The project will not have a disproportionately high and adverse human health or environmental effects on minority or low income populations.

_____ Yes _____ No

If the answer to 13 is "No", the project is NOT eligible for funding.

14. State and Local Laws: The project is consistent with state and local laws.

_____ Yes _____ No

If the answer to 14 is "No", the project is NOT eligible for funding.

15. The project sponsor possesses the legal authority to implement the proposed project.

_____ Yes _____ No

If the answer to 15 is "No", the project is NOT eligible for funding.

16. I can attest that the statements made in this eligibility questionnaire and other information provided as attachment are, to the best of my knowledge, true and accurate.

Signature of project sponsor

Printed name of project sponsor

**Indiana Coastal Restoration Grants
Assurances- Non-construction Projects**

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the Lake Michigan Coastal Program. These assurances are required of applicants for federal funds.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F.)
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-155), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and

- 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a and 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523) and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL, TITLE
APPLICANT ORGANIZATION, DATE SUBMITTED

Indiana Coastal Grants
Assurances- Construction Projects Only

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the Lake Michigan Coastal Program. These assurances are required of applicants for federal funds.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
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14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523) and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL, TITLE
APPLICANT ORGANIZATION, DATE SUBMITTED

TITLE OPINION

Date

RE: _____
Project Title

I hereby certify that I am a member in good standing of the bar of Indiana and have been requested to determine record ownership for the parcel (s) of property on which the above-referenced project will be constructed, _____

_____ (name and brief description of land). After thoroughly examining the public land records or other appropriate records in accordance with the laws of Indiana, I hereby certify that record title to the parcel is held by _____
_____ in (check one):

_____ fee simple absolute

_____ other (specify) _____

I have determined that there are (check one):

_____ no easements or other encumbrances on the property

_____ easements or other encumbrances on the property (list below or attach a list)

Other Comments: _____

Signature

Bar number (must include)

Name

Telephone number

Address

SAMPLE ONLY

AFFIDAVIT OR CERTIFICATION OF PUBLIC OWNERSHIP

The person signing an affidavit should be an official with knowledge and authority to certify ownership. Please provide the proper information

I solemnly affirm upon personal knowledge that the following statements are true:

I (*name of official*) being duly sworn state that:

1. *Official must state what his/her title is and what authority he/she has to say that the property is publicly owned.*
2. *Official must identify the property and attest that the property is owned or leased by the state or local government and there are no encumbrances on the property that will interfere with the proposed project.*

Signed _____

(printed name of official)

Subscribed and affirmed before me this _____ day of _____ (month), _____ (year).

Notary Public Signature

My Commission expires: _____

SAMPLE ONLY

PROJECT TIMELINE AND BUDGET FORM DIRECTIONS

The information that you provide us in this form will help us with NOAA's review of your project. We will also use this when we put together a Grant Agreement and when you submit your Quarterly Reports. It is meant to be concise but not too specific. There is a 1-1/2 page maximum. The information you provide must reflect that which was submitted in your application. Please use this Timeline template in your application for Question #18.

The **Project Timeline** is the start date and end date of the project. These projects may begin in August 2006. The maximum timeline for a project is 18 months.

The **Project Summary** is a short, one-paragraph description of your project

Area of Particular Concern: Please provide the category and justification for the area your §306A project addresses.

Task One: Project Implementation

This section refers to all the work that may take place prior to and includes the actual "on the ground work." This may be meeting the LMCP Program Specialist, receiving permits, working on an RFP for contract work, etc. List all the activities that will be conducted during a certain timeframe. *If an activity will occur out of that timeframe simply create another timeframe, you can do that with all of the tasks.*

Task Two: Public Outreach

This section refers to any activity that you may have created for public outreach specifically for your project. You may develop a brochure, host a field day, present at a public meeting, to name a few. You may have public outreach activities conducted throughout the duration of your project or just at the end, your timeframe can reflect that.

Task Three: Administration

This section is the "behind the scenes" work that takes place throughout the duration of the project. This may include preparing Quarterly Progress and Financial Reports, managing contracts, hiring individuals, grant management, etc.

Work Products

Simply list the products delivered by your project. Include measurable results such as a certain number of acres restored or purchased, a publication, a number of public outreach activities, etc.

Project Timeline

Project Title:

Applicant:

Project Timeline: Start Date (MM/DD/YYYY) – End Date (MM/DD/YYYY)

Project Summary: *please keep to one short paragraph*

Area of Particular Concern: (if applicable)

TASK ONE: Project Implementation

Start Date (Month/Year) – End Date (Month/Year)

1. Attend start-up meeting with LMCP Program Specialist
- 2.
- 3.

Start Date (Month/Year) – End Date (Month/Year)

- 1.
- 2.

TASK TWO: Public Outreach

Start Date (Month/Year) – End Date (Month/Year)

- 1.
- 2.
- 3.

TASK THREE: Administration

Start Date (Month/Year) – End Date (Month/Year)

- 1.
- 2.
- 3.

Work Products

- 1.
- 2.
- 3.
- 4.

Project Budget**Applicant:****Project Title:**

	Quantity	Description	Federal	Non-Federal
Personnel				
Fringe				
Travel				
Supplies				
Contract				
Construction				
Equipment (Match Only)				
Signage				
Other				

TOTAL:

Areas of Particular Concern for §306A Projects

Lake Michigan Coastal Program Document

Chapter 8, Page 335 – 349

<http://www.in.gov/dnr/lakemich/pdf/feis-iich5-ptvi.pdf>

At this time the APCs are broad, but as the program continues to develop, specific sites will be designated through an annual nomination process conducted by the Coastal Advisory Board.

- **Areas of unique, scarce, fragile or vulnerable habitats**
- **Areas of historical significance, cultural value, or substantial recreational value or opportunity**
- **Areas of high natural productivity or essential habitat for living resources, including fish, wildlife, endangered species, and the various trophic levels in the food web critical to their well-being**
- **Areas needed to be protect, maintain, or replenish coastal lands or resources including coastal flood plains, aquifers and their recharge areas, sand dunes, and offshore sand deposits**
- **Areas where development and facilities are dependent upon the use of, or access to, coastal waters or areas of unique features for industrial or commercial uses or dredge spoil disposal**
- **Areas where if development were permitted, it might be subject to significant hazard due to storm, slides, flood, erosion and settlement**

Lake Michigan Coastal Grants Program
2006 Funding Cycle
Project Requirements and Scoring Criteria

In an effort to improve efficiency with the grant program, and to speed processing time the application must have attached the required items in order to be considered complete.

Incomplete project proposals will be returned to the applicant. We appreciate your assistance in making the grant program more effective.

PLEASE NOTE: The information for each scoring criteria should be reported in the corresponding question block on the application.

LOW COST CONSTRUCTION PROJECTS

2006 Funding Cycle Application Requirements

REQUIRED DOCUMENTATION:

- ☐ Name of project coordinator, contact information
 - ☐ Topographic Map detailing project area
 - ☐ Documentation demonstrating applicant's ability and resources to maintain the project for a minimum of twenty years or in perpetuity
 - ☐ Copies of permits/permit applications/correspondence with permitting agencies (Federal, State and Local)
 - ☐ Public Ownership Affidavit and Title Opinion
 - ☐ Detailed timeline, schedule, budget
 - ☐ Eligibility Questionnaire
 - ☐ Signed Construction Assurances
 - ☐ Documentation of 100% of match
 - ☐ Cash
 - ☐ In-kind, donated services
 - ☐ Land value - conservation easement donation
 - ☐ Recent appraisal from State Approved Appraiser
 - ☐ Other State/Local/Private funds
 - ☐ Documentation that the project meets the criteria in an Area of Particular Concern
 - ☐ Baseline ecological description of the kind of ecosystem to be restored/ managed/ improved
 - ☐ Plan for public outreach / public access that also protects the resource from unauthorized use
-

SCORING CRITERIA

**Corresponding
Application**

Question #	Criteria	Point Value
15.	Project recognizes previous efforts and identifies a need for the project	8
15.	Has clear and measurable goals for the defined scope of work, provides appropriate background information	8
15.	Project protects or restores a State significant resource <ul style="list-style-type: none"> ▪ Property with plant/animal species listed in Indiana Natural Heritage Database ▪ Property that has been degraded, and can be restored to improve habitat ▪ Designated outstanding rivers/streams ▪ Isolated wetlands not regulated by State and Federal Law ▪ Salmonid Rivers and Tributaries ▪ Properties listed in Indiana Historic Sites and Structures Inventory ▪ Sites, objects, buildings significant in development of local/Indiana history ▪ Lake Michigan coastline 	8
16.	Shows an integrated approach or effort to complete the project through partnerships	8
17.	Implements actions recommended in existing plans created through local governments, regional organizations, or other public processes	8

Total Points: 40 Points

Bonus: Meets a priority issue designated by the Coastal Advisory Board 15 Points

ACQUISITION PROJECTS

2006 Funding Cycle Application Requirements

REQUIRED DOCUMENTATION:

- ☐ Name of Project Coordinator, contact information
- ☐ Approval from landowner to purchase or place easement on land in the form of a Purchase Agreement, Option to Buy or other applicable agreement in writing
- ☐ Recent Appraisal from State Approved Appraiser (less than one-year old)
- ☐ Recent Title Opinion
- ☐ Eligibility Questionnaire
- ☐ Signed Assurances
- ☐ Topographic map with property boundaries outlined
- ☐ **For Fee-Simple Acquisition Projects:** Documentation demonstrating applicant's ability and resources to manage fee-simple acquisition in perpetuity, describe intended use
- ☐ **For Conservation Easement Projects:** Documentation demonstrating applicant's ability and resources to manage a (conservation) easement for at least twenty years or in perpetuity
- ☐ Documentation indicating compliance with American with Disabilities Act if allowing public access, if applicant does not include ADA access, must submit a compelling reason why it is not possible.
- ☐ Documentation of 100% of match
 - ☐ Land value donation – need appraisal from State Approved Appraiser
 - ☐ Below market sale (Donated value) ☐ Cash ☐ In-kind, donated services
 - ☐ Other State/Local/Private funds
- ☐ Documentation that the project meets the criteria in an Area of Particular Concern
- ☐ Plan for public outreach / public access that also protects the resource from unauthorized use

SCORING CRITERIA

Corresponding
Application

Question #	Criteria	Point Value
15.	Project protects or restores a State significant resource <ul style="list-style-type: none"> ▪ Property with plant/animal species listed in Indiana Natural Heritage Database ▪ Property that has been degraded, and can be restored to improve habitat ▪ Designated outstanding rivers/streams ▪ Isolated wetlands not regulated by State or Federal Law ▪ Salmonid Rivers and Tributaries ▪ Properties listed in Indiana Historic Sites and Structures Inventory ▪ Sites, objects, buildings significant in development of local/Indiana history ▪ Lake Michigan coastline 	8
16.	Protects land in perpetuity through fee-simple acquisition	8
	Protects land via conservation easement of at least 50 years duration	6
	Protects land via conservation easement of 20-49 years duration	4
16.	Protects lands that provides connections to existing protected areas and creates/enhances a habitat corridor	8
16.	Shows an integrated approach or effort to complete the project through partnerships	8
17.	Implements actions recommended in existing plans created through local governments, regional organizations, or other public processes	8

Total Points: 40 Points

Bonus: Meets a priority issue designated by the Coastal Advisory Board 15 Points

PLANNING/COORDINATION/MANAGEMENT PROJECTS

2006 Funding Cycle Application Requirements

REQUIRED DOCUMENTATION:

- ☐ Name of Project Coordinator, contact information
- ☐ Plan that provides for local or general public participation throughout project
- ☐ Has detailed timeline, schedule, budget
- ☐ Eligibility Questionnaire
- ☐ Signed Non-Construction Assurances
- ☐ Documentation of 100% of match
 - ☐ Cash
 - ☐ In-kind, donated services
 - ☐ Land value donation – conservation easement
 - ☐ Appraisal from State Approved Appraiser
 - ☐ Other State/Local/Private funds

SCORING CRITERIA**Corresponding
Application**

<u>Question #</u>	<u>Criteria</u>	<u>Point Value</u>
15.	Has clear and measurable goals for the defined scope of work	8
15.	Project recognizes previous efforts and identifies a need for the project	8
16.	Project coordinates and plans for the protection/ restoration of a State significant resource <ul style="list-style-type: none"> ▪ Property with plant/animal species listed in Indiana Natural Heritage Database ▪ Property that has been degraded, and can be restored to improve habitat ▪ Designated outstanding rivers/streams ▪ Isolated wetlands not regulated by State and Federal Law ▪ Salmonid Rivers and Tributaries ▪ Properties listed in Indiana Historic Sites and Structures Inventory ▪ Sites, objects, buildings significant in development of Indiana/local history ▪ Lake Michigan coastline 	8
16.	Shows an integrated approach or effort to complete the project through partnerships	8
16.	Project has broad application and significance throughout the entire coastal program area	8

Total Points: 40 Points**Bonus: Meets a priority issue designated by the Coastal Advisory Board 15 Points**

EDUCATION/OUTREACH PROJECTS

2006 Funding Cycle Application Requirements

- ☐ Name of Project Coordinator, contact information
- ☐ **Non-Profit Organizations:** Documentation of Tax-Exempt Status
- ☐ Documentation of the commitment of partnering schools, organizations, etc. involved in the project
- ☐ **Education Projects:** Documentation that project meets Indiana Academic Standards
- ☐ Has detailed timeline, schedule, and budget
- ☐ Eligibility Questionnaire
- ☐ Signed Non-Construction Assurances
- ☐ Documentation of 100% of match
 - ☐ Cash
 - ☐ In-kind, donated services
 - ☐ Other State/Local/Private Funds

SCORING CRITERIA

**Corresponding
Application**

<u>Question #</u>	<u>Criteria</u>	<u>Point Value</u>
15.	Has clear and measurable goals for the defined scope of work, addresses an identifiable problem	8
16.	Information has broad application and significance throughout the entire coastal program area	8
17.	Implements actions recommended in existing plans created through local governments, regional organizations, or other public processes	8
17.	Project is unique and not duplicative of previous or on-going education and outreach activities	8
18.	Project will increase opportunities for citizens to participate in decisions affecting the Lake Michigan and the Coastal Program Area	8

Total Points: 40 Points

Bonus: Meets a priority issue designated by the Coastal Advisory Board 15 Points

SMALL SCALE GRANT PROJECTS

2006 Funding Cycle Application Requirements

Please check one project type:

☐ **OUTREACH / EDUCATION**

☐ **RESOURCE MANAGEMENT**

REQUIRED DOCUMENTATION:

- ☐ Name of Project Coordinator, contact information
- ☐ Plan that provides for local or general public participation throughout project
- ☐ Has detailed timeline, schedule, budget
- ☐ Eligibility Questionnaire
- ☐ Signed Non-Construction Assurances
- ☐ Documentation of 100% of match
 - ☐ Cash
 - ☐ In-kind, donated services
 - ☐ Land value donation – conservation easement
 - ☐ Other State/Local/Private funds

SCORING CRITERIA

Corresponding Application

<u>Question #</u>	<u>Criteria</u>	<u>Point Value</u>
15.	Has clear and measurable goals for the defined scope of work, demonstrates ability to meet goals within a six month timeframe	8
16.	Project recognizes previous efforts and identifies a need for the project	8
16.	Project coordinates or assists in planning for the protection/ restoration of a State significant resource <ul style="list-style-type: none"> ▪ Property with plant/animal species listed in Indiana Natural Heritage Database ▪ Property that has been degraded, and can be restored to improve habitat ▪ Designated outstanding rivers/streams ▪ Isolated wetlands not regulated by State and Federal Law ▪ Salmonid Rivers and Tributaries ▪ Properties listed in Indiana Historic Sites and Structures Inventory ▪ Sites, objects, buildings significant in development of Indiana/local history ▪ Lake Michigan coastline 	8
16.	Shows an integrated approach or effort to complete the project through partnerships	8
17.	Project has broad application and significance throughout the entire coastal program area	8

Total Points: 40 Points

Bonus: Meets a priority issue designated by the Coastal Advisory Board 15 Points